



StudentsACT Meeting Minutes

Meeting Date: Thu, Jan 30, 2014 Time: 6:00p - 7:30p Location: SH 308

Type of Meeting: Initial Committee Meeting Advisor: Heather Davis

Facilitator: Philip Kwong Note Taker: Laura Heatwole

Attendees:

Name	Title	Location	Present
Heather Davis	StudentsACT Advisor	Denton Campus	Y
Philip Kwong	StudentsACT Chair	Denton Campus	Y
Laura Heatwole	StudentsACT Secretary	Denton Campus	Y
Jasmine Brock	StudentsACT Member	Denton Campus	Y
Adel Castillo	StudentsACT Member	Dallas Campus	Y
Yvette Pawnell	StudentsACT Member	Houston via Web	Y
Tanya Island	StudentsACT Member	Houston via Phone	Y
Matthew Delashaw	StudentsACT Member		N
Petina Powers	StudentsACT Member		N

Minutes

After dealing with a few technical issues, the meeting was called to order at 6:09pm by Philip. Introductions were made by the members present. The minutes from the meeting Philip and Laura had with the CIO and Directors on 01/16/2014 were reviewed and approved [see Wiggioc doc].

Agenda Item: Purpose, Organization, and Expectations of the Committee

Discussion: Philip stated the committee's purpose is to be the voice of the students on technology related projects. We are tasked with getting student feedback on projects and relating that feedback to the CIO and Directors.

We will split into subcommittees so that each member's strengths and talents can best be utilized. Subcommittees will also allow members to work areas in which they want to gain more knowledge and experience.

The committee is expected to meet at least once a month with additional meetings encouraged. We all liked the LifeSize and Jabber platforms for our meeting. We will always meet on the fourth week of the month. We may have to alternate days in order to meet members' schedules. Tanya suggested moving the start time to 7pm to account for commute times. Everyone present was okay with a 7pm start time. Laura will send out availability polls to determine the best days.

Heather noted that there are funds available for our use. They may not cover everything we do, so we should be cognizant of how much we spend. There may also be travel money to

help some members travel to the different campuses if necessary. She also noted that the Office of Technology [OoT] staff is available if we have questions or need assistance with anything.

Laura stated that the committee will be using www.wiggio.com to store all our documents and will be the basis for most of our discussions. Please familiarize yourself with the site.

Agenda Item: Sub-committees

Discussion: We further discussed the need to split members into sub-committees. Members listed areas they were interested in working. Some of the areas included: surveys, presentations, graphics, research, networking, distribution, and technology. Laura and Philip will come up with the official sub-committees and post a sign up on Wiggio.

Agenda Item: Focus Area - Student Email System

Discussion: Our biggest project of the semester will be getting feedback from students to determine if we should stay with and expand the current in-house student email system, or if we should change to a cloud-based system. We will submit our recommendation based on our findings in a proposal to the CIO.

We discussed the current system [in-house Exchange servers]. Yvette hears other students constantly frustrated by the lack of storage size [100mb]. You can get maybe one or two Powerpoint presentations sent before you run out of space. Adel asked what it would take to expand the current system. Laura responded with a probable requirement for additional servers, as well, as physical space. This will only continue to grow since email addresses are still maintained after graduation.

We discussed the differences between MS Live and Google Gmail [see Wiggio doc]. Yvette mentioned she has an MS Live account and has noticed its limited interaction with social networks and other internet sites, where as Google seems to have interfaces with almost everything on the web. Many members praised Google's ease of collaboration with Google+ and Drive. Laura noted that with the latest release of Apple's iOS, Gmail has worked almost seamlessly with the iPhone and iPad. Philip mentioned Google has a wide array of iOS apps that work great. Laura wondered if MS Live would work just as well. We will need to do additional research into the specs and compatibility of both options on the different devices students may be using.

Finally, Laura did mention that if we were to switch to Gmail, it would be a good idea to get Google Chrome installed on all student accessible computers on the campuses. Heather noted that is already under discussion with the OoT.

Agenda Item: Focus Area - Student Feedback

Discussion: We discussed ways to solicit student feedback. Heather mentioned she has setup a committee email address [studentsact@twu.edu] and has used it to establish a Survey Monkey account for our use. Heather also mentioned www.polleverywhere.com as a good live audience survey site. Surveys seemed to be one of the more popular options for getting student feedback whether online or face-to-face. We will have to make sure feedback is acquired from all the different types and locations of students (i.e. campus living, commuter, online, undergrad, graduate, Denton, Dallas, Houston). We can also get feedback through focus groups. Possibly join all three campuses via the LifeSize platform with a concurrent WebEx session for online students. We can also see about piggybacking on other student organization events.

Agenda Item: Focus Area - Social Media / Marketing

Discussion: Since we are a new student group, we will have to focus on getting our name out to students, as well as, information about our projects. We discussed the different outlets of social media: Twitter, Facebook, and Instagram. Although younger students use Twitter and Instagram, Laura noted that older students still use Facebook. Are there other outlets we should consider using?

Other ways we discussed to get information out to students included: Pioneer Portal and Blackboard announcements, other student groups, and digital ads in the computer labs. We should also consider having promotional items made that we can distribute to students.

Post Meeting Action Items:

Action	Assigned To	Deadline
Send out meeting availability poll on Wiggiio	Laura	01/31
Develop and setup sub-committees on Wiggiio	Laura/Philip	02/03
Get familiar with Wiggiio site	All Members	02/03
Research what MS Live and Gmail offer for education accts (size of mailbox vs size for storage, apps -docs, spreadsheets, presentations, etc.)	Research	
Research MS Live and its use on iOS & Android	Technology	
Research Gmail and its use on iOS and WinMobile	Technology	
Setup Facebook, Twitter, and Instagram accounts	Technology	
SWAG - come up with items to distribute, a slogan, etc	Marketing	
Determine types of post to social media accounts	Marketing	
Start developing a StudentsACT flyer for distribution	Marketing/Communications	
Get familiar with Survey Monkey	Communications	
Campaign summary proposal for CIO & Directors	Philip & Laura	02/07

Next Meeting: Wed, Feb 26, 2014

Time: 7:00p - 8:00p

Location: TBD